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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 039-2014

April 30, 2014

OPEN TO: All Interested Candidates

POSITION: USAID Development Program Specialist – Public Private Partnership – Alliance Builder – (0011850M)

OPENING DATE: Wednesday, April 30, 2014

CLOSING DATE: Wednesday, May 14, 2014

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 11 Col. \$87,860,886.00 – Col. Ps. \$144,970,458.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRAApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking for an individual for the position of USAID Development Program Specialist for the Program Office.

BASIC FUNCTION OF POSITION

The USAID Development Program Specialist Public-Private Partnerships Alliance Builder (PPPAB) manages and monitors Mission-wide PPP-related activities on a day-to-day basis. S/he works across USAID/Colombia's different offices to generate formal public private partnerships (PPPs) and leverage private sector resources that contribute to the Mission's overall development objectives in Colombia. S/he

shall bring innovative ideas and practices and paste them into a successful PPP long-term plan. S/he shall be a forward thinker who always looks for new opportunities for growth and an outstanding communicator. S/he must be an individual able to listen, evaluate and bring consensus to complex, sometimes controversial issues. S/he shall be an individual who is driven to build on success rather than maintain the status quo.

The primary purpose of the position is to facilitate the development of innovative sustainable business-driven collaboration between the private sector, the civil society and public sectors in Colombia, in order to catalyze increased investment in targeted development programs in priority geographic areas. Primary responsibilities will include: a) establish effective communication channels and/or strong links with other donors, private sector CEOs, board members, partner organizations COPs, ministers and other high ranking government officials, and civil society leaders; b) promote PPP planning by linking opportunities with strategic goals and by securing, coordinating and configuring PPP resources, capacity, and programs; c) develop marketing and communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Colombia's alliances and alliance's achievements using all channels available; d) organize cause-related marketing opportunities; e) organize and maintain up-to-date and accurate databases of PPPs, potential alliances, and contacts with the private sector, these databases contain confidential information of private sector organizations; and f) analyze strategic opportunities and advise Mission on best practices.

Effective alliances require a deep understanding of opportunities and constraints with the private sector and how these intersect with development priorities. The PPPAB position requires of a strong understanding of the private sector, the Colombian culture and society, and of USAID policies and procedures on PPPs. The position will be located in USAID/Colombia's Program Office and will provide Mission-wide support for all sectors in the Mission's portfolio.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

In carrying out his/her duties, the PPPAB will perform the specific functions detailed below, as well as duties within the scope of this position description that may otherwise be assigned.

Lead development and implementation of strategies and plans to facilitate the development of innovative sustainable business-driven alliances with the private sector and other potential alliance partners.

- Create an effective and strong network with other donors, private sector CEOs, board members, partner organizations COPs, ministers and other high ranking government officials, and civil society leaders.
- Coordinate closely with USAID technical offices to identify specific needs and/or opportunities where PPPs could be developed to leverage funds from private sector partners to address development problems.
- Identify potential alliances with private businesses, corporations, foundations, non-governmental organizations, U.S. Government agencies, and other non-traditional development organizations. This will include: a) on-site interviews to identify specific areas where private sector business interests intersect with development challenges and, in turn, how those intersections relate to USAID/Colombia priorities; b) facilitate discussions and information sharing between potential partners and USAID sector teams; c) articulate a compelling vision that advocates for the development of PPPs as a key mechanism for innovative and sustainable business-driven collaboration, for both internal and external audiences; d) participate of relevant conferences and meetings involving the private sector to identify opportunities for establishing strategic alliances that advance the objectives of all participating parties.
- Lead the development of a strategy and long-term plan for engaging, negotiating, and finalizing formal partnerships with potential partners. In so doing, the PPAB will a) leading alliance assessments that identify and prioritize sectors of the economy where development challenges

intersect with business opportunities or constraints; b) seek out and create opportunities for potential PPPs between USAID and private sector entities; c) attract financial resources and investments that can be leveraged to address USAID goals and objectives; d) conduit expressions of interest of potential alliance partners that initiate contact with USAID; e) conduct due diligence research on potential partners; f) organization of formal Mission reviews of potential partnerships on as needed basis and preparation of necessary documentation; and g) ensure that potential partnerships include an exit strategy for USAID and evaluation metrics that demonstrate measurable impact on beneficiaries.

- Provide in-depth guidance to contractors and grantees to initiate, develop or expand PPPs based on the strategic goals of USAID/Colombia.
- Incumbent will be the alternate COR/AOR of the Colombian Manpower Cooperative Agreement with a total budget of \$20 million [\$5 million/year] and will potentially manage DCA awards with local organizations with a budget of \$3 million [\$1.0 million/year].
- Serve as secretariat for the Mission's PPP working group, which includes inter-office participation. Also, coordinate with the LAC Senior Advisor on PPPs, other Alliance Specialists in the region, and the IDEA office in Washington.
- Promote PPP planning by linking opportunities with strategic goals and by securing, coordinating and configuring PPP resources, capacity, and programs.
- Develop marketing and communications plans to ensure clear, strong and wide communication to raise awareness of USAID/Colombia's alliances and alliance's achievements using all channels available.
- Organize cause-related marketing opportunities.
- Manage confidential information of private sector organizations and organize and maintain up-to-date and accurate sensitive databases of PPPs, potential alliances, and contacts with the private sector.

Manage the technical aspects of alliances

- Play a critical role in the determination of the size and nature of non-operating budget amounts to be allocated to direct PPPs signed for the Mission. S/he will be involved in budget formulation and negotiation with external parties for matching funds.
- Research proposed partners by conducting due diligence on their past alliances, business practices and geographic focus, ties to other organizations/governments, and so forth.
- Work with the Contracting or Agreement Officer to facilitate the formal acquisition or agreement process.
- Travel to activity sites up to 10% of his/her time to observe progress, identify and/or solve problems.

Increase the capacity of USAID staff and implementing partners to build and promote public-private alliances

- Provide training to USAID staff and partners in best practices for building and managing partnerships.
- Quickly adapt to and mobilize implementing partners to maximize opportunities.
- Coordinate private sector roundtables and/or forums to share USAID priorities and develop options for PPPs.

- Convene meetings between the Mission and a Private Sector Advisory Group composed of private sector leaders. This will include facilitating discussions around perspectives, observations, and ideas on the country context, the peace process, and on development challenges.
- Advise Mission Relationship Managers, who provide general oversight of ongoing partnerships, on best practices and engagement strategies.

Information management, program/policy analysis and reporting, and other duties

- Ensure that activities are accurately documented in required reports and regular updates and distributed to USAID stakeholders and external development partners. Such reports/updates include the annual operational plan, annual performance report, portfolio reviews, congressional presentations, briefs and talking points.
- Ensure that indicators that measure the impact of public-private partnership efforts are accurately tracked and used as necessary to revise PPP strategies.
- Coordinate with USAID sector teams to ensure that the data submitted on activities is complete and consistent for reporting in the annual performance report, portfolio reviews, operational plan, and other required reporting.
- Coordinate with USAID/Colombia senior leadership, as required.
- Contribute to regular and ad-hoc PPP and GDA reporting efforts and taskers.
- Maintains a list of ongoing PPPs and GDAs, as well as relevant relationship managers.
- Maintain databases with up-to-date information on alliance opportunities and potential partners.
- Perform other duties within the scope of this position description and as determined by the Program Office Director and USAID/Colombia Mission management.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

Education: University degree is required in business, economics, international development, or public administration. Master's degree in business, economics, or international development is preferred.

Prior Work Experience: Progressively experience in engaging the private sector to solve critical development problems while promoting business success and broader economic growth. In minimum, 7 years of experience in: 1) an international development organization on economic growth; 2) a private sector organization on issues related to developing countries/emerging markets, corporate social responsibility; or 3) business development. Proven capacity to conceptualize and develop strategies, programs and projects. Experience in performance-based management and budgeting. Experience in structuring and/or implementation of public-private partnerships. Involvement in corporate philanthropy is also desired.

Knowledge: Demonstrated knowledge of the private sector environment in Colombia; strong understanding of the political and economic realities of Colombia; familiarity with the Colombian culture, society and leaders; and ability to learn and come acquainted with USAID internal procedures, policies, and program design and implementation.

Incumbent will provide advice to Mission's staff and implementing partners on GOC's public private partnership laws and applicable regulations.

Skills and Abilities: Demonstrated ability to produce professional quality analytical pieces. Demonstrated experience communicating with and presenting to diverse high-level audiences including senior U.S. Government officials, private sector CEOs, high-ranking Colombian government officials, other donors, and civil society leaders. Strong negotiation, collaboration, team building, networking, and interpersonal

skills. Must possess the capacity to bring innovative ideas and practices and paste them into successful plans. Proven ability to work independently with minimal supervision or guidance. Self-starter and forward thinker with the ability to work calmly, tactfully and effectively under pressure. High capacity to listen, evaluate and bring consensus to complex, sometimes controversial issues. Expert use of windows office suite.

Language Proficiency: Level IV (fluent) in both English and Spanish is required.

POSITION ELEMENTS

Supervision Received: The USAID Development Program Specialist Public-Private Partnerships Alliance Builder is under the direct supervision of the Program Office Director.

Available Guidelines: ADS sections pertaining to project management, Mission Orders, and other established USAID/Colombia administrative procedures and regulations.

Exercise of Judgment: The incumbent is expected to work with minimum direction and supervision. The need for quick response in high profile, complex and often fluid situations requires the incumbent to exercise discretion and good judgment and operate with high levels of autonomy, responsibility, and authority.

Authority to Make Commitments: Within the context of the field responsibility and with the approval of the direct supervisor, may make technical commitment and may initiate discussions that lead to financial commitments. No direct financial commitments of US public funding are authorized.

Nature, Level and Purpose of Contacts: Senior U.S. Government officials; CEOs and other high level representatives of private business, corporations, foundations, NGOs, other non-traditional development organizations; other donors; and high-ranking Colombian government officials.

Supervision Exercised: This is a non-supervisory position.

Time required to perform full range of duties: One year.

SELECTION CRITERIA

1. **Education (15%):** University degree is required in business, economics, international development, or public administration. Master's degree in business, economics, or international development is preferred.

2. **Prior Work Experience (40%):** Progressively experience in engaging the private sector to solve critical development problems while promoting business success and broader economic growth. In minimum, 7 years of experience in: 1) an international development organization on economic growth; 2) a private sector organization on issues related to developing countries/emerging markets, corporate social responsibility; or 3) business development. Proven capacity to conceptualize and develop strategies, programs and projects. Experience in performance-based management and budgeting. Experience in structuring and/or implementation of public-private partnerships. Involvement in corporate philanthropy is also desired. A job application essay in English will be required of individuals who reach interview stage.

3. **Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV both in English and Spanish.

4. **Knowledge, Skills, and Abilities (35%):** Must possess strong communication and interpersonal skills. Must have a high level of diplomacy and negotiation skills. The ability to work in a multi-disciplinary team setting is essential. Essential to have social skills to work with a variety of beneficiaries, including government officials, and private sector representatives. Strong skills on the use of windows office suit. Self-starter with the ability to work calmly, tactfully and effectively under pressure.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY WEDNESDAY MAY 14, 2014 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

***USAID** handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.*